



2024 Portland Pride Waterfront Festival

Concession Vendor Application Info

Portland Pride Waterfront Festival
Saturday, July 20, 2024 12:00 PM - 8:00 PM
Sunday, July 21, 2024 11:30 AM - 6:00 PM

Tom McCall Waterfront Park
Between the Morrison Bridge and SW Ash st

Introduction

As a program under Pride Northwest, Inc., a 501(c)3 nonprofit organization, the Portland Pride Waterfront Festival and Parade relies on the generous support of corporations, businesses, individual donors, and volunteers. With your partnership, we will continue to increase the visibility and prosperity of Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual, 2 Spirit people and all those under the rainbow alphabet umbrella (LGBTQIA2S+). Your partnership supports our ability to celebrate the diversity, accomplishments, and contributions of Oregon and Southwest Washington's LGBTQIA2S+ community.

In this packet, you'll find information about:

- Who Should Apply
- Concession Vendor FAQs
- Vendor Rules and Regulations
- Festival Code of Conduct
- Concession Vendor Booth Application (Example)

Who Should Apply?

We seek involvement from exhibitors who affirm and demonstrate alignment with our mission and the history and purpose of Pride:

- Pride Northwest seeks to empower every LGBTQIA2S+ person to live as their true self and to create a future where all people are valued and celebrated for who they are.
- Pride commemorates and continues the fight against discrimination and the struggle for equality, for LGBTQIA2S+ persons and their families.
- Pride Northwest is committed to creating inclusive spaces that intentionally honor the intersectional identities of our BIPOC community members, and celebrating this cultural diversity.

Concession Vendor FAQs

The Portland Pride Waterfront Festival features multiple entertainment stages and community spaces, a mix of local, regional, and national exhibitors including small and large businesses, restaurants, churches, nonprofit organizations, and local artists, makers, and authors.

When/Where is the Portland Pride Waterfront Festival?

The Portland Pride Waterfront Festival is a 2 day event in downtown Portland, Oregon. Exhibitors are required to be present and open both days, for the entirety of the festival.

- Saturday, July 20, 2024 from 12:00 PM - 8:00 PM
- Sunday, July 21, 2024 from 11:30 AM - 6:00 PM

The Festival is at the Tom McCall Waterfront Park, nestled against the Willamette River in downtown Portland and spans from the Morrison Bridge to SW Ash St between SW Naito Parkway and the Waterfront Trail.



When and How do I apply?

Applications for Concession Vendors open on February 2nd and will stay open until concession needs for the festival are met. The link to the application will be available on the <http://portlandpride.org> website.

Application Process

Step 1 - Submit Concession Vendor Application

Step 2 - Pride Northwest Staff Reviews your Application

Step 3 - Email Notification within five business days

Apply by going to the Portland Pride website (portlandpride.org), select the **Get Involved button** in the top menu and select "Sell Food or Beverages". Follow the instructions from there on how to apply to be a festival exhibitor. The earlier an application is submitted the better chance you have of being approved.

How will I know my application was approved?

Concessions Vendors will receive an email notification after their application has been reviewed by Pride Northwest staff. In some instances, we may be limited in who we can accept as an exhibitor (i.e. exclusivity contracts) and/or we may limit exhibitors based on similar products.

How much are Concession Vendor Fees?

Pride Northwest tries to ensure there is no overlap in products sold and will approve vendors accordingly. Canopies are not provided, but are available to rent.

Single Item Concession Vendor - \$825

A Single Item Concession Vendor is a vendor who sells one type of food item, such as packaged ice cream, kettle corn, nuts, shaved ice, coffee, smoothies, dessert items, popcorn, etc.

Single Item Concession Vendor booths or trucks/trailers will be assigned a 10x20 booth space, which includes one 20 amp electrical connection, two 8' tables and two folding chairs, and access to running water.

Full Menu Concession Vendor - \$1625

Full Menu Concession Vendor booths or trucks/trailers will be assigned a 20x20 booth space, which includes one 20 amp electrical connection, three 8' tables and two folding chairs, and access to running water.

Add-Ons:

10x20 Canopy - \$300

20x20 Canopy - \$400

\$10 for 2 folding chairs

\$15 for an 8" table

Electricity needs over 20 AMPs can be purchased directly from our supplier
Hollywood Lights

Is there electricity?

Pride Northwest will supply one 20 amp power supply. This is enough to power a few small devices or one appliance. If more power is needed you are responsible for securing your reservation through our supplier, Hollywood Lights. A link will be provided where this can be reserved and paid for directly. If more power is required the weekend of the event, Pride Northwest reserves the right to pass those additional charges to the vendor(s) responsible.



Are there any additional requirements to participating as a Concession Vendor at the Portland Pride Waterfront Festival?

Insurance Requirements

- Public liability and property damage insurance coverage with policy limits of at least \$1,000,000.
- Vendor shall provide Pride Northwest, Inc. with certificate of insurance evidencing the policy and coverage requirements set forth herein.
Comprehensive Public Liability and Property Damage Policy

Temporary Restaurant Permit

Required by Multnomah County for each person or entity that wishes to sell or give out food to the general public during a special event in Multnomah County. For more information on this requirement and how to get a license please go to the Multnomah County Temporary Food Events Page. <https://www.multco.us/services/temporary-food-events>

Attend Concession Vendor Orientation via Zoom

Read and E-Sign the Portland Pride Waterfront Concession Vendor Rules and Regulations (See Below)

Concession Vendors must provide their own flooring.

Additional Permits or Requirements

Additional Permits may be needed depending on your setup. No generators are allowed on the festival grounds.

- If you are using Natural Gas or Propane you are required to have a permit by the City of Portland Fire Department. Please indicate on your application form if you will be using either of these cooking sources.
- Food service workers are required to get a Food Handler Card within 30 days of beginning work. For more information go to the Oregon Health Authority Food Handler's Certification.



When can I set up?

Set up is available on Friday afternoon for a limited number of exhibitors and the majority of exhibitors will load in on Saturday morning. When you fill out your application you will be asked how much time you will need for setup and we will do our best to accommodate your request.

When is teardown?

Exhibitors are required to stay open and staffed for the entirety of the festival. At the end of the festival, exhibitors can load out once the OLCC sweep is completed and gates have reopened. . This can take as much as an hour. More information will be provided following registration.

What is your refund policy?

Refunds are assessed a \$20 fee and provided on the schedule below. The refund amount is the percentage paid for the booth minus the refund fee.

100% Refund available until April 1, 2024

50% Refund available until May 15, 2024

25% Refund available until June 15, 2024

No refunds available after June 15, 2024

Concession Vendor Rules and Regulations

This application is a legal agreement between the applicant and Pride Northwest, Inc., the producer of the Portland Pride Waterfront Festival. By completing and submitting this payment reservation, you agree to all rules and regulations outlined below.


AGREEMENT. Concession Vendors agree to comply with the rules of the Portland Pride Waterfront Festival and Parade as listed in this form and additional rules deemed necessary for the safe conduct of the Portland Pride Waterfront Festival and Parade and related activities. Failure to comply may cause denial of entry to the parade, festival, and/or jeopardize future participation with Pride Northwest and the Portland Pride Waterfront Festival and Parade. Your registration payment signals agreement and compliance with the aforementioned Rules and Regulations.

AGREEMENT MODIFICATIONS. Pride Northwest, Inc. reserves the right to adjust reservations and policies at their discretion, or as needed, in order to manage the Portland Pride Waterfront Festival and Parade.

BEVERAGES AND FOOD. No unauthorized beverage sales allowed. Concession Vendors shall not sell, distribute, or in any way disseminate alcoholic beverages. Water CANNOT be priced more than \$3.00. Concession vendors may sell only those food/beverage items approved by Pride Northwest, Inc. on their application. Concession Vendor shall sell the identified items at the specified price unless otherwise agreed by the Pride Northwest, Inc. Vendors must sell only from their designated space - no roving. No food containing cannabis, CBD, or their derivatives are allowed to be handed out or sold at the Portland Pride Waterfront Festival.

BOOTH ACCESS. Pride Northwest, Inc. and its agents shall have access to the aforesaid described space and premises at all times. Booth space cannot be assigned or leased by any organization other than Pride Northwest, Inc.

CANCELLATION. The Portland Pride Waterfront Festival and Parade (PPWFP) may be suspended or canceled in the event of strikes, threats or




CANCELLATION CONTINUED. acts of terrorism, bioterrorism and war, plague, acts of civil or military unrest, flood, fire, earthquake, severe weather, Covid-19 restrictions and other Acts of God or in the event Festival location is not available to Pride Northwest, Inc. during the Event Period. In the event Pride Northwest, Inc. cancels or terminates all or any portion of the PPWFP, Vendor shall be obligated to pay for the Vendor's space only for the period the space was or could have been used by the Vendor. Pride Northwest, Inc. including its agents, coordinators, officers, directors and employees are hereby released from any and all claims, liabilities, suits, or damages which Vendor may suffer or incur arising out of or in connection with the cancellation or termination of the PPWFP, or any portion thereof, and in no event shall Pride Northwest, Inc. have any liability for Vendor's lost profits or consequential damages, even if advised of the possibility of such loss or damages.

CANVASSING. Concession Vendors may canvas only from inside their booth space. Canvassing from outside booth space is not permissible and Concession Vendor shall be liable for immediate closure, removal from the Portland Pride Waterfront Festival and loss of all submitted monies.

CONDUCT. No Concession Vendor or participants, shall use alcohol, marijuana or other controlled substances while participating in any capacity in Concession Vendor booth/space(s) or Festival grounds and shall remain free from the influence of such substances while participating in any capacity with the Portland Pride Waterfront Festival and Parade. Since 2015 all parks run by Portland Parks and Recreation are Smoke & Tobacco-Free.

COVID-19 SAFETY. Concession Vendors and associates must adhere to all local, state, and federal COVID-19 guidelines. Additional regulations may be implemented by Pride Northwest.

ELECTRICAL SERVICES. Concession Vendor agrees to purchase electrical service, if necessary, from the festival electricity vendor (Hollywood Lights). There will be no external power generators. Trailers, vans or other such mechanical devices are only allowed with the express written consent of Pride Northwest, Inc.




FESTIVAL DISPLAYS. Pride Northwest, Inc. reserves the right to locate any vendor or display where it is in the best interest of the Festival. Pride Northwest, Inc. reserves the right to cancel any vendor or display that is not in the best interest of the Festival.

CONCESSION VENDOR SELECTION. Concession Vendor selection is at the sole discretion of Pride Northwest, Inc. Please note all applications will be reviewed and a selection process will make the final determination of Concession Vendors that will participate.

GOVERNING LAWS. This Agreement shall be governed by the laws, as well as health, sanitation, and fire regulations of the State of Oregon, Multnomah County, and the City of Portland.

HOURS OF OPERATION. Concession Vendor booths must be fully staffed and open for sales, and must remain fully staffed and prepared to serve customers Saturday, July 20, 2023 from 12:00PM to 8:00PM, and Sunday July 21, 2023 from 11:30 AM - 6:00 PM, regardless of weather conditions. Vendor agrees to hold harmless Pride Northwest, its officers, directors, employees, agents, coordinators representatives, successors and assigns (collectively and individually referred to as "Indemnatee") from any and all losses, damages, claims, suits, actions and liabilities of any nature whatsoever incurred or suffered by Indemnatee arising out of or related to any act or omission of the Vendor, its employees, officers, directors, and agents, or any condition of the property of the Vendor in the possession of or under the control of the Vendor and regardless of whether the Indemnatee shall be a contributing cause of the injuries or damage.

LIABILITY. Concession Vendor agrees to hold harmless Pride Northwest, its officers, directors, employees, agents, coordinators representatives, successors and assigns (collectively and individually referred to as "Indemnatee") from any and all losses, damages, claims, suits, actions and liabilities of any nature whatsoever incurred or suffered by Indemnatee arising out of or related to any act or omission of the Vendor, its employees, officers, directors, and agents, or any condition of the property of the Vendor in the possession of or under the control of the Vendor and regardless of whether the Indemnatee shall be a contributing cause of the injuries or damage.



LIABILITY INSURANCE. Vendor shall provide and maintain comprehensive public liability and property damage insurance coverage with policy limits of at least \$1,000,000 per occurrence and aggregate, and shall name Pride Northwest, Inc., its officers, directors, employees, agents, event coordinators, and representatives as additional insureds under such insurance policy. The \$1,000,000 limit must include product and completed operations. No later than July 12, 2024, Vendor shall provide Pride Northwest with certificate of insurance evidencing the policy and coverage requirements set forth herein.

Comprehensive Public Liability and Property Damage Policy Requirements:

- \$1,000,000 (minimum) limit per occurrence and aggregate and must include product and completed operations.
- Additional Insured named should read:
Pride Northwest, Inc., PO Box 6611, Portland, OR 97228


LOAD IN. Setup for concession vendors is on Friday, July 19, 2024. Based on your setup needs and location in the festival you will be provided with an arrival time.

LOAD OUT. All materials must be removed from Festival ground by 12:00 PM on Monday, July 22, 2024. Load out begins Sunday, July 21, 2024, after approval is received following the close of the festival. Any items remaining may be subject to tow or additional fees for removal.

PAYMENT. Concession Vendors will be invoiced with their space size and the amount owed based on their space size and add-ons. Payment is due upon receipt of invoice. Concession Vendors will not be allowed to set up without payment received. Payment must be received prior to load-in at the festival.

PROPANE. Concession Vendors using propane to cook must obtain a permit from the Portland Fire Bureau.

RAFFLES. No raffles of any kind without the express written consent of Pride Northwest, Inc.



REFUND POLICY. Refunds are assessed a \$20 fee and provided on the schedule below. The refund amount is the percentage paid for the booth minus the refund fee.

100% Refund available until April 1, 2024

50% Refund available until May 15, 2024

25% Refund available until June 15, 2024

No refunds available after June 15, 2024

REQUIRED DOCUMENTATION. Concession Vendor agrees that, in the event this Agreement is terminated as a result of Concession Vendor's failure to provide any required documentation, Concession Vendor shall not be entitled to any refund but shall forfeit all amounts previously paid as liquidated damages.

RIGHT TO SELL. Concession Vendors shall have the right to sell only the items submitted at the designated prices. Said sales are to occur only within the area designated by Pride Northwest, Inc. for the Concession Vendor.

SAFETY. Concession Vendors must comply with all fire codes and are required to have at least one (1) certified fire extinguisher in their booth.

SECURITY. Concession Vendors are responsible for the security of their own property at all times. While limited security personnel will be on duty at all times during the weekend, no security personnel will be assigned specifically to Concession Vendors. Pride Northwest, Inc. shall not be held responsible for loss, theft, or damage to any property left on the Festival grounds at any time.

SET-UP. Setup times will be scheduled with the festival site manager. Load in and setup is on Friday, July 19, 2024, more information provided at Concession Vendor Orientation via Zoom.

SIGNAGE. Concession Vendors may only display their own business signs and banners within the assigned booth space.



SPACE SIZE. Concession Vendor space size is provided by written agreement. No sales or service shall be made from the sides or rear of the allotted space or spaces. Concession Vendor understands that Pride Northwest, Inc., in its sole discretion, will assign space. Concession Vendors will supply all supplies necessary to operate. Canopies are not provided, but are available to rent for an additional fee.

STORAGE. There is no storage allowed outside the booth space for any supplies, equipment or inventory. No additional trailers will be allowed without prior approval.

SUBLETTING. No subletting of booth space shall be permitted.

TRAILERS. All trailers must be approved by Pride Northwest. Trailers must fit within the footprint of the concession vendor's assigned booth space. Approved trailers which do not fit within the concession vendor's booth footprint may be charged an additional fee. Any trailers that have not been pre-approved for use the weekend of the festival will be turned away.

VIOLATIONS. Concession Vendor acknowledges that a breach of any of the terms of this Agreement may result in the termination of this Agreement and the preclusion of the Concession Vendor's participation in the Portland Pride Waterfront Festival. In the event this Agreement is terminated as a result of any breach by Concession Vendor, Concession Vendor shall not be entitled to any refund but shall forfeit all amounts previously paid as liquidated damages.

WATER. Potable water will be made available at the Festival. Concession Vendors are responsible for providing a means of transporting water from the Festival's source to assigned booth space.

WASTEWATER. Please do not dispose of wastewater anywhere other than the designated locations. Concession Vendors observed dumping water in any unauthorized containers will be closed.

Acceptance of Rules & Regulations

By submitting this application, you acknowledge the following:

- a) I have had the opportunity to review and will abide by this Agreement;
- b) I have had the opportunity to consult with legal counsel if desired; and
- c) I fully understand the terms and conditions set forth herein and agrees to be bound by the same name.

Non-Discrimination Policy

Portland Pride Waterfront Festival and Parade contingents, exhibitors, concession vendors, contractors, sponsors, Pride Northwest, Inc. staff and volunteers, and all personnel associated with the parade and festival agree at all times to honor and abide by the following statement of non-discrimination in word and action: Anyone associated with the parade and festival, or their employees or associates in violation of this agreement will be asked to leave festival grounds or parade immediately and will forfeit all entry fees, rental fees, sponsorship fees, and deposits as applicable. Additionally, any actions taken or statements made to individuals or groups contrary to this policy or the spirit and intention of this policy are not permitted in the parade or on festival grounds, or in any communication associated with the parade or festival:

All persons associated with the Portland Pride Waterfront Festival and Parade and Pride Northwest, Inc. will provide service to individuals without regard to an individual's sexual orientation, gender identity or expression, HIV/AIDS status, race, color, national origin, ancestry, creed, religion, sex, gender, gender presentation, physical or mental abilities, age, marital status, military status, veteran status, citizenship or any other protected classification in accordance with state, federal and municipal laws.

Pride Northwest, Inc. does not tolerate sexism, racism, colorism, homophobia, biphobia, interphobia and transphobia or hostility, anti-Semitism, Islamophobia, white supremacist activity, age discrimination, ableism as well as other and/or intersectional forms of discrimination.

Code of Conduct

Portland Pride Code of Conduct for Parade Contingents, Festival Exhibitors, Concessions Vendors, Event Staff, Volunteers and all persons associated with Pride Northwest or the Portland Pride Waterfront Festival and Parade:

- Provide service to individuals without regard to an individual's sexual orientation, gender identity or expression, HIV/AIDS status, race, color, national origin, ancestry, creed or religion, sex, physical or mental abilities, age, marital status, veteran status, citizenship or any other protected classification in accordance with state, federal, and municipal laws.
- Interact with guests and each other in a respectful manner at all times and in accordance with the non-discrimination statement.
- Remain free from the influence of alcohol, marijuana or other controlled substances while participating in any capacity
- Follow all health codes and regulations and be suitably attired and maintain acceptable personal hygiene.
- Not engage in any behavior that is determined to threaten the safety of anyone participating in the parade or festival in any capacity nor engage in any disruptive behavior that interferes with the right of anyone to conduct appropriate business or freely enjoy the Portland Pride Waterfront Festival and Parade
- Any issues of concern must be directly addressed with the appropriate Pride Northwest, Inc. representative.
- Pride Northwest, Inc. in its sole discretion shall determine whether an act is unsuitable.

Concession Vendor Application

This year's application has been revised and updated. Please review for the necessary information to have on hand when filling out your application online.

Contact Info

Brand/Booth Name*
Company Name (if different)
First Name*
Last Name*
Phone Number*

Address Info

Street Address, APT
Zip Code

Media and Web Links

Website
Facebook
Instagram
Twitter

Upload Booth or Product Images or Sketch (optional)
Upload Logo (optional)

Submission specific Categories

- Participant Categories
 - Concession Vendor (Food and Non-Alcoholic Beverages) Price Varies

Additional Required Questions

Primary Email to Send Event Updates
Event Weekend Contact Name
Event Weekend Contact Cell Number
Event Weekend Contact Email

Why are you interested in participating in the Portland Pride Waterfront Festival?

Have you participated in the Portland Pride Waterfront Festival before? If so, when?

Is this a BIPOC owned business or focused organization?

Is this a LGBTQIA2S+ owned business or focused organization?

Is this a womxn owned business or focused organization?

Are you a Full Menu Food Vendor or a Single Item Food Vendor? Please note a Single Item Food Vendor is a vendor who sells one type of food item, such as packaged ice cream, kettle corn, nuts, shaved ice, coffee, smoothies, dessert items, popcorn, etc.?

- Single Item Concession Vendor (10'x20' space) \$825
- Single Item Concession Vendor (up to 200 sq ft) Truck \$825
- Full Menu Concession Vendor (20'x20' space) \$1625
- Full Menu Concession Vendor Truck (up to 400 sq ft) \$1625

Please provide a detailed description of your setup, including power and any other utility needs or unique activations (such as food carts or self-contained stands). Note: Generators are not allowed per Portland Parks regulations.

Will your booth use propane or natural gas?


- Propane
- Natural Gas
- Not applicable

List your proposed menu items, including prices. Please note: List everything you want to sell. If you are accepted, you may only sell items that Pride Northwest has approved for sale, based on your list.

List your proposed specialty beverage offerings, including prices. Please note: List everything you want to sell. If you are accepted, you may only sell specialty beverage items the festival has approved for sale. Beverages may not be approved if they conflict with the Pride Northwest sponsored beverage sales.

Concession Vendors are open Saturday, July 20, 2023 from 12:00PM to 8:00PM, and Sunday July 21, 2023 from 11:30 AM - 6:00 PM. Are you prepared to serve food this entire time?

Booth and product photos: Please share at least two photos (and no more than five photos) with us. Please send at least 1 photo of your typical booth setup and 1 photo of your typical products to khorton@pridenw.org Please title your email: "Your Business Name" Booth Photos.



How many people can you serve in an hour?

Please let us know why you'd be a good fit for the Portland Pride Waterfront Festival. Feel free to include a bit about your company's history, experience vending to large crowds and any knowledge you have of the Portland Pride Waterfront Festival.